

# Fourth Annual IES Research Conference

June 7-9, 2009  
Washington, DC

## Poster Abstract Submission Guidelines



Poster sessions provide an opportunity for researchers and evaluators to present work funded by the Institute of Education Sciences (IES). More than 340 poster abstracts were accepted for poster presentation at the last Research Conference.

**All posters will be displayed throughout the conference from Sunday, June 7, 2009 through Tuesday, June 9, 2009. Please make your travel arrangements accordingly. Your scheduled time of presentation will be specified in poster acceptance notifications distributed via e-mail on Friday, April 3, 2009.**

### *Important Information*

- Poster abstracts can only be submitted during the registration process.
- Accepted abstracts will be grouped into poster sessions that have a common theme.
- Demonstrations of technology, other multimedia presentations, and handouts may be components of the poster presentation.
- Corrections to Abstracts – If a correction is required, **DO NOT RESUBMIT YOUR ABSTRACT**. The abstract submitter must send an e-mail to IES at [IESResearchConf@seiservices.com](mailto:IESResearchConf@seiservices.com). Your e-mail should include the confirmation identification number, name of abstract submitter, abstract title, and correction to be made. Once the correction is made, you will receive a notification that a change has been made. All corrections must be received by Tuesday, April 21, 2009.

### *Important Dates to Remember*

January 16, 2009	Registration and Poster Abstract Submission Website Opens
February 16, 2009	Poster Abstract Submission Deadline
March 20, 2009	Registration Deadline
April 3, 2009	Poster Abstract Notification Letters Disseminated

### *Preparing Your Abstract*

The abstract is a short description of your presentation and should contain all elements necessary to define your goals and results.

### *Key Submission Elements*

When submitting your abstract online, be sure to include the following discrete elements:

#### **1. Title of Poster (10-15 word limit):**

The title should clearly and succinctly identify the contents of the abstract. Be sure to use title casing; capitalize the first letter of each word except prepositions and articles.

## 2. *Authors and Affiliations:*

**Enter each author separately and identify if the individual is the primary author or a coauthor.** Enter each name by providing the author's name and organization. **Do not include** the department, division, branch, street address, etc. when completing the organization information.

## 3. *Category:*

From the listing provided below, select a category in which the abstract should be reviewed.

- Autism Spectrum Disorders
- Cognition and Student Learning
- Early Childhood/Early Intervention
- Education Leadership
- Individualized Education Programs (IEPs)
- Math and Science
- Math and Science Teacher Quality
- Methodology
- Middle and High School Reform
- National Center for Education Evaluation and Regional Assistance (NCEE) Evaluation Studies
- National Center for Special Education Research (NCSE)/National Center for Education Statistics (NCES) National Longitudinal Studies
- Policy and Systems
- Postdoctoral Research Training Programs
- Postsecondary Education
- Predoctoral Research Training Programs
- Reading and Writing Teacher Quality
- Reading, Writing, and Language Development
- Regional Educational Laboratory (REL) Program
- Research and Development Centers
- Response to Intervention
- Secondary and Transition Services
- Social and Behavioral
- Special Education Related Services
- What Works Clearinghouse

## 4. *Summative Statement (20-25 word limit):*

Because poster abstracts will not be published in their entirety in the conference book, a summative statement of no more than 20-25 words is required. Your summative statement should be a brief summary of your research with key points highlighted, providing a basis for discussion and interaction.

## 5. *Abstract Text (250 word limit):*

The text of each abstract should consist of no more than 250 words. **Do not include your title and author information as part of the abstract body.** Copy and paste text from any standard Word document. **Tables and graphics are not recommended**, as they are extremely difficult to properly size in the space available.

Below are general guidelines to assist you in the preparation of your abstract text:

- While abstracts may not exactly fit the following guidelines, they should contain the following key points:
  - *Introduction or Background* – the problem under investigation or a hypothesis.
  - *Methods* – the methods or protocols used to accomplish the research.
  - *Results* – the key points derived from the study. Data should be summarized and adequately presented to allow the reviewers to judge the content.
  - *Conclusion* – a summary of your findings supported by the data presented.
- Be clear and concise.
- If you and your team are submitting several abstracts for consideration, be certain that each abstract will stand on its own.
- Be sure to resolve all questions and authorization issues prior to submission.

## *Poster Presenter Release*

All poster presenters will be asked to complete the poster presenter release to:

- certify that the presentation will not suggest or otherwise endorse the use of any product or service;
- clearly state that any items or products mentioned during presentation are not endorsed by IES or any other governmental agency, nor are its use required by any of the attendees;
- understand that the presentation may be included in a conference summary or used in other ways deemed appropriate by IES;
- understand that no party involved will receive any monetary benefit from the publication or distribution of the presentation or recording of the presentation; and
- grant IES permission to publish the poster summative statement and/or abstract as part of conference materials.

## *Poster Abstract Notifications*

Once a poster abstract is submitted, the only means of communication and notification of status will be sent via **e-mail**. Only the abstract submitter will be sent a letter of notification **to the e-mail address provided**. It is incumbent on the submitter to notify all authors of the decision. **Abstract results will be sent via e-mail notification on Friday, April 3, 2009.**